



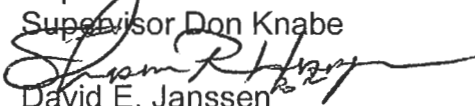
# County of Los Angeles

## CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
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DAVID E. JANSSEN  
Chief Administrative Officer

April 18, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
From:   
David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

As discussed in the status memo sent to your Board on September 28, 2005, regarding departments' requests and reasons for their overtime, two reports are attached for your information that classify overtime hours and/or shifts for each department into the following specific categories:

- Implementation of new programs;
- Workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

The first report (Attachment I) identifies the number of overtime hours (for FLSA covered positions), and the second report (Attachment II) identifies number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off.)

Responses were received from 36 departments for the third quarter period of January 1, 2007 through March 31, 2007. One department did not submit information in time for this report. A total of 2,329,147 hours and a total of 10,489 shifts were requested.

Each Supervisor  
April 18, 2007  
Page Two

The categories will be discussed in order of occurrence below:

Workload/Caseload Increases

The primary reason most departments gave for requiring overtime for both shifts and hours was for workload and/or caseload increases. Approximately sixty-three percent of the hours requested and eighty-nine percent of the shifts requested were required for this reason. (Sheriff and the Office of Public Safety requested more hours primarily due to vacancies.)

Vacancies

The second reason departments required overtime hours was because of vacancies. Approximately thirty-four percent of overtime hours (and almost six percent of shifts) were required for this reason.

Implementation of New Programs

Approximately two percent of hours were requested for implementation of new programs, as well as approximately five percent of shifts.

Recruitment, Hiring Delays and Hiring Freeze

Less than one percent of overtime hours and approximately one percent of shifts were requested for recruitment and hiring delays.

No department requested overtime hours or shifts due to hiring freeze.

The departments' requests for overtime represent the maximum possible overtime hours that may be required; and it is possible that all hours requested may not be used during the quarter. CAO staff will continue to monitor all future requests for overtime on a monthly basis, and the specific circumstances behind the requests.

If you have any questions please call me, or your staff may contact Ed Corser at (213) 974-2291.

DEJ:DL  
SK:AB:ljp

Attachments

c: All Department Heads

quarterly report 04-18-07.bm

**Attachment I**  
**COUNTY OF LOS ANGELES**  
**QUARTERLY REQUEST FOR OVERTIME RECAP**  
**OVERTIME HOURS REQUESTED BY DEPARTMENT**

January 1, 2007 - March 31, 2007

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total	Reason for Overtime					Total Hours Reported in the New Format
			# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	
Affirmative Action Compliance	80	0.00%	0	80	0	0	0	80
Agricultural Commissioner/Weights & Measures	5,222	0.22%	100	3,786	790	546	0	5,222
Alternate Public Defender	672	0.03%	0	672	0	0	0	672
Animal Care & Control	520	0.02%	0	520	0	0	0	520
Assessor	27,080	1.16%	4,630	22,210	0	240	0	27,080
Auditor Controller	2,738	0.12%	0	2,054	684	0	0	2,738
Beaches and Harbors	1,127	0.05%	0	738	389	0	0	1,127
Board of Supervisors	450	0.02%	0	450	0	0	0	450
Chief Administrative Office	2,251	0.10%	0	2,131	120	0	0	2,251
Chief Information Office	0	0.00%	No Overtime Hours Requested					
Children & Family Services	52,697	2.26%	16,274	29,426	6,797	200	0	52,697
Child Support Services	6,642	0.29%	0	3,321	3,321	0	0	6,642
Community & Senior Services	4,674	0.20%	951	2,737	986	0	0	4,674
Consumer Affairs	570	0.02%	0	285	0	285	0	570
Coroner	2,442	0.10%	0	1,839	298	305	0	2,442
County Counsel	374	0.02%	0	374	0	0	0	374
District Attorney	10,139	0.44%	0	10,139	0	0	0	10,139
Fire	581,876	24.98%	0	581,876	0	0	0	581,876
Human Resources	608	0.03%	0	608	0	0	0	608
Internal Services Department	27,814	1.19%	175	23,547	4,092	0	0	27,814
Mental Health	34,943	1.50%	0	27,227	4,225	3,491	0	34,943
Military & Veterans Affairs	162	0.01%	0	162	0	0	0	162
Museum of Art	2,072	0.09%	0	2,072	0	0	0	2,072
Museum of Natural History	166	0.01%	166	0	0	0	0	166
Office of Public Safety	41,447	1.78%	335	1,775	38,320	1,017	0	41,447
Ombudsman	0	0.00%	No Overtime Hours Requested					
Parks & Recreation	3,564	0.15%	556	1,115	1,773	120	0	3,564
Probation	118,175	5.07%	0	112,500	5,675	0	0	118,175
Public Defender	604	0.03%	64	540	0	0	0	604
Public Health		0.00%	Information Not Provided in Time for this Report					
Public Social Services	76,955	3.30%	0	76,955	0	0	0	76,955
Public Works	90,566	3.89%	2,130	85,148	986	2,302	0	90,566
Public Library	10,206	0.44%	2,125	7,028	933	120	0	10,206
Registrar-Recorder	55,045	2.36%	18,628	33,801	2,616	0	0	55,045
Regional Planning	1,631	0.07%	0	1,351	139	141	0	1,631
Sheriff	1,160,984	49.85%	5,587	422,105	727,532	5,760	0	1,160,984
Treasurer & Tax Collector	4,651	0.20%	189	4,041	421	0	0	4,651
<b>TOTAL HOURS</b>	<b>2,329,147</b>	<b>100.00%</b>	<b>51,910</b>	<b>1,462,613</b>	<b>800,097</b>	<b>14,527</b>	<b>0</b>	<b>2,329,147</b>
Department Percent to Total Hours			2.23%	62.80%	34.35%	0.62%	0.00%	100.00%

**Attachment II**  
**COUNTY OF LOS ANGELES**  
**QUARTERLY REQUEST FOR OVERTIME RECAP**  
**OVERTIME SHIFTS REQUESTED BY DEPARTMENT**

January 1, 2007 - March 31, 2007

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	Reason for Overtime					Total Shifts Reported in the New Format
			# of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze	
Affirmative Action Compliance	0	0.00%	No Overtime Shifts Requested					
Agricultural Commissioner/Weights & Measures	32	0.31%	0	27	0	5	0	32
Alternate Public Defender	9	0.09%	0	9	0	0	0	9
Animal Care & Control	31	0.30%	0	0	31	0	0	31
Assessor	50	0.48%	0	50	0	0	0	50
Auditor Controller	407	3.88%	0	401	6	0	0	407
Beaches and Harbors	0	0.00%	No Overtime Shifts Requested					
Board of Supervisors	100	0.95%	0	100	0	0	0	100
Chief Administrative Office	1,252	11.94%	0	1,242	10	0	0	1,252
Chief Information Office	0	0.00%	No Overtime Shifts Requested					
Children & Family Services	231	2.20%	114	100	11	6	0	231
Child Support Services	72	0.69%	36	36	0	0	0	72
Community & Senior Services	130	1.24%	55	47	16	12	0	130
Consumer Affairs	0	0.00%	No Overtime Shifts Requested					
Coroner	0	0.00%	No Overtime Shifts Requested					
County Counsel	52	0.50%	0	52	0	0	0	52
District Attorney	13	0.12%	0	13	0	0	0	13
Fire	292	2.78%	0	292	0	0	0	292
Human Resources	362	3.45%	0	362	0	0	0	362
Internal Services Department	673	6.42%	0	673	0	0	0	673
Mental Health	545	5.20%	0	539	6	0	0	545
Military & Veterans Affairs	0	0.00%	No Overtime Shifts Requested					
Museum of Art	0	0.00%	No Overtime Shifts Requested					
Museum of Natural History	0	0.00%	No Overtime Shifts Requested					
Office of Public Safety	62	0.59%	40	12	4	6	0	62
Ombudsman	0	0.00%	No Overtime Shifts Requested					
Parks & Recreation	285	2.72%	148	2	135	0	0	285
Probation Department	100	0.95%	0	100	0	0	0	100
Public Defender	35	0.33%	5	30	0	0	0	35
Public Health		0.00%	Information Not Provided in Time for this Report					
Public Social Services	359	3.42%	0	359	0	0	0	359
Public Works	164	1.56%	19	142	3	0	0	164
Public Library	81	0.77%	33	48	0	0	0	81
Regional Planning	16	0.15%	0	16	0	0	0	16
Registrar-Recorder	243	2.32%	68	175	0	0	0	243
Sheriff	4,802	45.78%	0	4,431	331	40	0	4,802
Treasurer & Tax Collector	91	0.87%	5	54	31	1	0	91
<b>TOTAL SHIFTS</b>	<b>10,489</b>	<b>100.00%</b>	<b>523</b>	<b>9,312</b>	<b>584</b>	<b>70</b>	<b>0</b>	<b>10,489</b>

Department Percent to Total Shifts

4.99%

88.78%

5.57%

0.67%

0.00%

100.00%